

# EAST RETFORD RUGBY UNION FOOTBALL CLUB

FOUNDED 1952



## ***JOB DESCRIPTION***

### ***Honorary Secretary***

**Name of Honorary Secretary:** .....

**Responsible to:** General Committee

**Purpose:**

To provide an efficient administration service to the club, ensuring the club functions run smoothly and effectively and be the main communication link between internal and external stakeholders, including the Committee, sub-committees, club members and other clubs/leagues.

To be responsible for educating members and documenting good practice within the club which will help to achieve Club Accreditation? This will bring many advantages including credibility with local authorities and educational establishments as well as confer the status of the RFU brand to attract potential sponsors.

To devise and implement an impartial system to ensure international ticket distribution is done fairly to all members, making sure over time everyone who wants to attend has the chance to do so and keeping accurate records of reserved/allocated tickets and payments.

**Key aspects of the role:**

**1. Manage and maintain record keeping.**

Manage all inward and outward club correspondence; manage all legal and insurance matters, in conjunction with other relevant members.

**2. Lead meeting organisation.**

Organise the AGM, General Committee and club meetings, preparing agendas and paperwork, taking minutes and ensuring the distribution of the right paperwork to relevant individuals in the club.

**3. Maintain communication between other bodies.**

Communicate any important matters between the RFU, CB and leagues, demonstrating a thorough understanding of the rules of each respective body and provide all details as necessary to the RFU and your CB.

**4. Implement policies and strategies leading towards Club Accreditation.**

Create a plan for how the club will go through Accreditation, working with the Executive Committee /General Committee, lead the self-review process and liaise with the RFU and plan for the 12-month health check and 24 month re-accreditation self-review.

**5. Register with the RFU Game Management System (GMS).**

Ensure that all details on the GMS are updated regularly in conjunction with the Hon Membership Secretary and others.

Ensure that all "Returns" are completed and submitted on time.

**6. Register with the RFU Game Management System (GMS) to receive notifications of club allocations for International & other tickets.**

5.1 Apply to the RFU for allocations of international tickets.

5.2 Ensure fair distribution throughout the membership.

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.